**Operations Associate**

**Job Title: Operations Associate**

**Department: Administrative**

**Reports to: Church Business Administrator**

**Status/Hours: Full Time – 30 hours**

**POSITION SUMMARY**

This full-time position will work closely with the Church Business Administrator to assist in handling financial and administrative functions in the business office, including accounts payable, giving, and insurance. Other functions include administrative oversight of the church’s daily operations. The operations associate must possess the highest degree of business ethics, integrity, and confidentiality given the financial responsibilities associated with the position and must be able to work professionally and independently, in a positive team-spirited manner. Key responsibilities are outlined below.

**ESSENTIAL JOB RESPONSIBILITIES**

* Maintain database and support systems for church management, document control, and finances. (Rock, Shelby, etc.)
* Assist with insurance claims
* Manage worker’s comp audit process
* Maintain employee records including documentation for new and current employees
* Record pto hours used with payroll
* Ensure completion of bimonthly payroll and timecard approvals
* Maintain vendor files
* Work with Church Business Administrator to produce year-end giving statements
* Perform weekly giving deposit, check run, and assist in basic financial processing to ensure offerings are accurate.
* Manage tax exempt certificates and accounts
* Assist with basic financial processing including paying invoices
* Data entry
* Coordiate I.T. requests from staff with I.T. support firm as needed (I.T. Liaison)
* Work with the Office Administrator in the implementation of Rock to ensure the smooth running of services, events, and church activities
* Work with the Church Business Administrator to ensure accurate and timely financial reporting, and analysis to inform decision making
* Assist the Church Business Administrator to ensure that financial accounts are kept efficiently, and financial controls are implemented smoothly and appropriately
* Filing of paid invoices and documentation of financial documents
* Stay updated with employment rules/laws/changes
* Assist in monthly budget tracking and reporting
* Work with the Office Administrator to maintain the office budget
* Work with the Office Administrator to maintain and keep the phone system up to date.
* Oversee phone, internet, and copier contracts
* Other duties as assigned

**POSITION QUALIFICATION REQUIREMENTS**

**Spiritual Gifts Helpful For This Position**

* Administration
* Helps
* Service
* Encouragement
* Discernment

**Character Traits Needed For This Position**

* Personal Relationship with Jesus
* High relationship skills
* Humble, Flexible, Teachable and Trustworthy
* High Integrity
* Authentic and consistent in his/her own spiritual walk and relationships
* Ability to keep information confidential
* Good people skills – Team player
* Self directed – Takes initiative
* Heart for the needs of the congregation and a spirit that is willing to serve
* Proactive at problem solving

**Necessary Skills and Attributes**

* Highly administrative
* Detail oriented
* Analytical
* Strong interpersonal skills
* Aptitude for database systems, comfortable with Microsoft Office
* Time management skills to meet deadlines
* Ability to multitask
* Oral and written communication skills

**Required Education and Experience**

* Bachelor’s degree (preferred)
* 2-3 years of church office experience (preferred)